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**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: SR. Business License Inspector	Posting Date: January 21, 2022	Serial No. 218-21
Department/Division: Business, Trade and Investments Division	Closing Date: February 11, 2022	Announcement No. 160-21
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817 p.a.

General Description:

The Senior Business License Inspector (SBLI) position is located at the Business Enforcement sub division of the Business, Trade & Investments Division (BTID) of the Department of Commerce (DOC), American Samoa Government. The incumbent will be responsible for managing and spearheading the BTID Business Enforcement and BTID business license database for generating requested business license reports for BTID monthly, quarterly and annual performance reports for DOC management decision making. The incumbent reports and provides technical administrative assistance to the BTID Administrative Support Specialist (BTID-ASS) in matters pertaining to business licensing, business enforcement activities, land use permit, zoning variance, commerce commission certificate of convenience and necessity, alcoholic beverage control, enforcement and issue of notice of violations. The incumbent will be responsible for the coordination and supervision of the BTID Business License Inspectors' tasks and assigned task on the day-to-day operation. Furthermore, the incumbent will perform other duties as directed by the Assistant Deputy- Business Licensing, International Trade & Investments (AD-BLITI).

Position Control:

The incumbent work under the supervision of the Assistant Deputy- Business Licensing, International Trade & Investments (AD-BLITI). The incumbent will be guided by the BLITI established procedures, policies, local licensing statutes, and the approved DOC Organizational Chart.

Key Duties and Responsibilities:

- Conduct initial screening and interview of all new business license application to determine whether the applicant will need to apply for either a Land use permit (LUP) or a Zoning variance
- Assist with the review of New Business License Application and Business License Renewal application to determine all the necessary documents are in order prior submission for further processing
- Organize and manage office activities in accordance with established schedules and guidelines

This is an Equal Employment Opportunity Employer

- Assist applicants with the online business license application and business license renewal application process

COMMERCE COMMISSION CERTIFICATE OF CONVENIENCE AND NECESSITY:

- Assists applicants with the issuance of "Certificate of Convenience Commerce Commission" for commercial transportation
- Review all applications for renewal of certificates of convenience prior submission to the Commerce Commission Chairman for final review and approval
- Conduct final vehicle inspections based on hygiene and tidiness of the interior and exterior for good painting and make sure to carry a fire extinguisher for safety purposes
- Compile and prepare completed applications to be forwarded to the Chairman with attached typed certificate of convenience for approval and signature
- Prepare and make copies of all the necessary documents and paperwork for Office Motor Vehicle (OMV) for issuing of their renewal stickers/licenses
- Coordinate with Administrative Assistant II, all Commerce Commission application and records for EDD filing system

EDD BUSINESS LICENSE ENFORCEMENT:

- Spreadhead and coordinate the BTID Business License Enforcement sub division daily operations
- Assists and coordinate in the conduct of daily site visits to all businesses is valid business license certificates in Territory and including illegal business activities or alleged business activities
- Prepare and submit business inspections reports, notice of violations etc., from all visited sites, regular and unannounced business inspections etc. to the BTID-ASS for compilation and submit alleged violators and illegal business activities to the Attorney General Office for legal actions
- Coordinate enforcement report with BTID Business License Inspectors and Business Licensing Specialists
- Respond to all complaints of illegal business activities operating without a valid business license

Knowledge, Skills and Ability:

- Must be able to compile and prepare completed applications to be forwarded to the Chairman
- Must be able to prepare and submit business inspection reports, notice of violations
- Written and Communicating skills
- Must be able to coordinate and enforce report with BTID Business License Inspectors and Business licensing specialists

Academic and Experience Requirements:

- Applicant must have an associate degree in related field from an accredited college plus 4 years of work-related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou- Alaimalo
Director, Department of Human Resources